

UNITED STATES ARMY  
INTELLIGENCE AND SECURITY COMMAND

Affirmative Employment Program Plan  
Management Directive (MD) 715



Command  
Equal Employment  
Opportunity Office  
*Assistant Chief of Staff, G1  
Fort Belvoir, Virginia*

**715-01 Part A - D**

**For period covering October 1, 2005, to September 30, 2006.**

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of Army</b>	
	1.a. 2 <sup>nd</sup> level reporting component		HQ, Intelligence and Security Command	
	1.b. 3 <sup>rd</sup> level reporting component		National Ground Intelligence Center	
	2. Address		8825 Beulah Road	
	3. City, State, Zip Code		Fort Belvoir VA 22060	
	4. CPDF Code	5. FIPS Code	ARAS	11-001
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			2684
	2. Enter total number of temporary employees			8
	3. Enter total number employees paid from non-appropriated funds			0
<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>2692</b>	
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Dr. Francis J. Harvey, Secretary of the Army	
	2. Agency Head Designee		John DeFreitas, III Major General, USA, Commanding	
	3. Principal EEO Director		Brady C. Jones, Director, EEO, GG-0260-14	
	4. Title VII Affirmative EEO Program		Josui Watson, EEO Specialist	
	5. Section 501 AAP Official		Josui Watson, EEO Specialist	
	6. Complaints Manager		Josui Watson, EEO Specialist	
	7. Other Responsible EEO Staff		Deborah Miller EEO Officer, National Ground Intelligence Center	
<b>PART D</b> Sub-Components	Subordinate Component and Location (City/State)			CPDF & FIPS Codes
	National Ground Intelligence Center, Charlottesville, VA 22911			ARAS & 51540
EEO FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E],			*Optional Annual Self-Assessment [FORM 715-01PART G]	x
Brief paragraph describing the agency's mission and mission-related functions		x	*EEO Plan To Attain Essential Elements of a Model EEO Program [FORM 715-01PART H]	x
Summary results of annual self-assessment			*EEO Plan To Eliminate Identified Barrier [FORM 715-PART I]	x
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF		x	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	x
Summary of EEO Plan objectives planned			*Copy of Workforce Data Tables	x
Summary of EEO Plan action items			*Copy 462 Report	
*Statement of Continuing EEO Program [FORM 715 PART F]			*Copy of Facility Accessibility Survey	
*Copies EEO Policy Statement(s) or revisions			*Organizational Chart	x

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART E  
EXECUTIVE SUMMARY**

United States Army Intelligence and Security Command's (INSCOM) mission is to conduct dominant intelligence, security and information operations for military commanders and national decision makers. Headquartered on Ft Belvoir, Virginia, INSCOM is a world class multi-discipline, values-based intelligence organization composed of highly talented, dedicated personnel who perform a variety of operations worldwide. Due to the geographically dispersed civilian workforce, IAW AR 690-200, chapter 254, Equal Employment Opportunity (EEO) service agreements are established between the Command and the Department of the Army (DA) Installation Management Command (IMCOM) EEO offices for EEO support in training, complaints processing and to address requirements unique to INSCOM employees. The EEO Office develops policies and program guidance, as well as annual EEO reports. The Headquarters EEO Office is occupied by two full-time staff members, and an additional full-time EEO Manager at its National Ground Intelligence Center (NGIC), located in Charlottesville, VA.

IAW Equal Employment Opportunity Commission (EEOC) MD 715 this report consists of INSCOM accomplishments to address affirmative efforts for FY 06, and establishes objectives and action items for the advancement of women, minorities, individuals with disabilities and veterans for FY 07 (White males are not included in these efforts). Reporting is done to show the effects of organizational policy on each racial, ethnic and gender group, and to address under representation of these groups. This report was developed using the MD 715 self-assessment checklist, workforce data tables, complaints data and an ongoing review and assessment of agency personnel, policies, practices and procedures. There are no methods in place to for Army to capture the race and national origin category of employees who claim two or more races (multi-racial category), as a result there is a conspicuous absence of employees in this category. Category definitions are shown in the Definitions.

Data for this report and subsequent analyses are based on comparisons against the National Civilian Labor Force (NCLF) statistics and FIPS code 11001 (DC-MD-VA-WV). Since there are no codes for worldwide locations, the NCLF and FIPS code were used to identify geographic areas where most employees and applicants reside. The complaints tracking system (iComplaints) and Business Objects Application (BOA) were used to retrieve data concerning EEO complaints and workforce demographics. Data on applicant pool, internal selection and persons who claim two or more races are not available through BOA. Delay in processing and other external factors have resulted in BOA containing inadequate data, furthermore, Defense Civilian Intelligence Personnel System (DCIPS), 10 USC 1601 does not distinguish authority codes for competitive or non-competitive promotions. Workforce data tables by sex and RNO are displayed in Appendix A. Data tables on Individuals with Disabilities are displayed in Appendix B. There is no classified information in this report.

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Analysis of the work force was conducted by position grade, new hires, promotions, awards, and separations. Further analyses of job category and core mission occupational series was conducted to determine if a group was adequately represented when compared with the NCLF. If an area of concern is identified, action items are developed to address concerns to eliminate barriers. This report is divided into two sections. Section I provides an analysis of the workforce by sex and RNO. Section II provides an analysis of special program plans for recruitment, hiring, and advancement of individuals with targeted disabilities.

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**Summary Analysis of Workforce**

At the close of FY 06, the command's civilian workforce showed 10.7% (260) increase in employees from 2432 in FY 05, to 2692 in FY 06. Of this figure 99.3% (2673) were General Schedule (GG) employees; 0.3% (8) were Temporary employees; 0.3% (8) were Wage Grades/Wage Leaders (WG/WL), 0.1% (4) were Intelligence Executives and 0.3% (7) were Experts appointed under 5 U.S.C. 3109. Of the INSCOM workforce, 75.6% (2035) were assigned to the Headquarters and Major Subordinate Commands, while the remaining 24.1% (657) were assigned to one of its component, the NGIC.

Comparing FY 05 workforce data to FY 06, INSCOM demonstrated a net change increase for:

- Hispanic males (+0.1%)
- Hispanic females (+0.2%)

For the same period, INSCOM experienced net change decreases for:

- White females (-0.2%)
- Black males (-0.3%)
- Black females (-0.5%)
- Asian males (-0.2%)
- Asian females (-0.2%)
- Native Hawaiian or Pacific Islander (NHOPI) males (-0.1%)
- American Indian males (-0.1%)

The command workforce is largely comprised of employees in the Professional occupation group (defined by the EEOC FED-9 classification), of which Intelligence Specialists represent 49.7% (1338) of the workforce, Information Technology Specialists 10.9% (294), and Security Specialists 6.25% (167). Within this group, Hispanic males, Black males, NHOPI and Native American males and females were at Parity. All other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

A further analysis was conducted on employees with disabilities, approximately 6.9% (187) of the workforce identified themselves as having a reportable disability and 0.6% (15) reported having a targeted disability. The analysis of the data does not show any statistically significant differences in the distribution of disabilities among protected groups.

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CERTIFICATION of ESTABLISHMENT of CONTINUING

STATUS OF THIS REPORT FOR THE YEAR ENDING 03/31/14

on the

Principal EEO Director/Official

US ARMY HEADQUARTERS INTELLIGENCE AND SECURITY COMMAND

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to eliminate identified barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official  
I certify that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

25 April 07

Date

JOHN DETRETTAS, III, MAJOR GENERAL, USA, COMMANDING  
Signature of Agency Head or Agency Head Designee

27 Apr 07

Date

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SELF ASSESSMENT CHECKLIST**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
The Agency Head was installed on 8/15/2005. The EEO policy statement was issued on 3/24/2006. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.		X		EEO Policy will be reissued in March 2007.
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X	Policies are prominently posted and available to the workforce via command website.
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR Â§1614.102(b)(5)]		X		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		

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resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		Policies statements and training provide information on inappropriate behaviors in the workplace, and potential consequences of those behaviors.
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the WWW or Internet?	X		Policies and guidance have been issued and are available to managers and supervisor via Command Webpage.
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		Policies and guidance have been issued and are available to managers and supervisor via Command Webpage.

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<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
	Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]		X	Director reports to Assistant Chief of Staff, G1, is senior rated by the Chief of Staff, and has access to the commander as necessary.
	Are duties & responsibilities of EEO officials clearly defined?	X		
	Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X		
	If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?	X		
	If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.	X		
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
	Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X		
	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X		
	Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	X		

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Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making HR decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		Funds are limited due budget cuts.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X	X	
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		

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 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems			X	There is no HR system in place to capture adequate applicant pool.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure compliance with Uniform Federal Accessibility Standards?		X		As a tenant of the Garrison, major renovation initiatives are performed by the installation.
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide managers & supervisors with training & periodic up-dates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
to provide religious accommodations?		X		
to provide disability accommodations in accordance with the agency's written procedures?		X		
in the EEO discrimination complaint process?		X		
to participate in ADR?		X		

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<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 <b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Are regular EEO updates provided to management/supervisory officials by EEO program officials?		X		Updates are posted on the EEO webpage.
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
 <b>Compliance Indicator</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		Reviewed annually
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		Reviewed annually
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Reviewed annually
 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		

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Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.	X		No Finding of Discrimination in FY 06, however, when appropriate action will be IAW AR 690-600, Para 7-5.	
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X			
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization EEO?	X			
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		Annually	
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
Are trends analyses of the workforce's grade level distribution conducted by RNO, sex and disability?	X			
Are trend analyses of the workforce's compensation and reward system conducted by RNO, sex and disability?	X			
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by RNO, sex and disability?	X			

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 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are all employees encouraged to use ADR?		X		
Is participation of supervisors & managers in ADR required?		X		
<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with training & experience to conduct analysis required by MD-715?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X	Data on applicant pool & internal selection is not available through BOA.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		No specific time frame is set since each accommodation is unique.
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling & investigation processing? If yes, describe how:		X		NA. No contract counselors are used by servicing EEO Offices.

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Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract & collateral duty investigators, receive 8 hours of refresher training required on annual basis IAW EEO Management Directive MD-110?		X		
 Compliance Indicator	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 Measures		Yes	No	
Are benchmarks in place to compare agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?			X	Complaints are processed by Servicing EEO Offices.
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?			X	Complaints are processed by Servicing EEO Offices.
Does the agency complete the investigations within the applicable prescribed time frame?			X	Investigations are conducted by DoD CPMS, Office of Complaint Investigations
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	DA, EEO Compliance and Complaints Review is responsible for Final Agency Decisions.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?			X	Complaints are processed by Servicing EEO Offices.
When a settlement agreement is entered, does the agency timely complete obligations provided for in the agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal?		X		
 Compliance Indicator	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 Measures		Yes	No	
In accordance with 29 C.F.R. A§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?			X	Complaints processed by servicing EEO, while the agency commander encourages employees to use ADR in the complaints process.
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X	The commander's EEO complaints process policy encourages managers and employees to use ADR in the EEO complaints process.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART G  
SELF ASSESSMENT CHECKLIST**

After the agency has offered ADR & the complainant elects to participate in ADR, are managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?			X	The Commander has published an EEO complaints policy; however, the servicing EEO Office processes agency EEO complaints.
Does the agency EEO office have management controls in place to monitor & ensure that data received from HR is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?			X	There is no HR system in place to capture internal selection data or applicant pool data.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify & monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII & Rehabilitation Act?		X		
Does the agency track recruitment efforts & analyze efforts to identify potential barriers IAW MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-01 PART G  
SELF ASSESSMENT CHECKLIST

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agency EEO monitors & coordinates with appropriate sources to assure compliance with EEOC orders and AR 690-600, Para 5-10
 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the agency have control over the payroll processing function of the agency?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payroll processing is conducted and controlled by the servicing DFAS.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agency EEO monitors & coordinates with appropriate sources to assure compliance with EEOC orders and AR 690-600, Para 5-10.
Are procedures in place to promptly process ordered relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Standards and not in place for agency employees to comply with EEOC orders; however, EEO program support is an integral part of managers Performance Standards
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agency EEO monitors and coordinates with appropriate sources/approval authority to assure compliance with EEOC orders and AR 690-600, Para 5-10.
Have the involved employees received any formal training in EEO compliance?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		<input type="checkbox"/>	<input type="checkbox"/>	
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART G  
SELF ASSESSMENT CHECKLIST**

Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**ASSESSMENT OF INSCOM EEO PROGRAM**  
**COMPARED TO THE SIX ESSENTIAL ELEMENTS OF A MODEL**  
**EEO PROGRAM**

**Essential Element A: Demonstrated Commitment from Agency Leadership**

- EEO policy statements are up-to-date, posted, and will be reaffirmed annually.
- EEO policy statements have been communicated to all employees.
- Information informing employees of EEO programs, administrative and judicial remedial procedures is available to employees through the internal website.
- New employees receive EEO Policy letters during New Employee Orientation.

**Essential Element B: Integration of EEO into the Agency's Strategic Mission**

- The EEO Director reports to the Chief of Staff and has ready access to the Commanding General, and to all staff officers and directors.
- EEO staff has knowledge, skills, and abilities to carry duties of their positions.
- The command has committed sufficient funding, staffing, and resources to manage an effective EEO program.
- The NGIC EEO Officer is an advisory member of the NGIC Position Management Board that approves restructuring vacancies, recruitment actions, activities, promotions, and awards.
- EEO Staff attends high grade job panels and reviews all high grade selections.
- EEO efforts are included in managers and supervisors performance plans.
- The command EEO and Training staff attended career days at Historically Black Colleges and minority colleges, institutes, and universities to reach out to women and minorities in an effort to improve diversity in the work force. Recruiting trips included visits to: Embry Riddle Aeronautical University (Arizona), Erie, Pennsylvania Mercyhurst College, New Mexico State University and Brigham Young University (Utah).
- NGIC also operates a very successful Minority College Relations Program. Recruiting trips included visits to North Carolina A&T University, University of Texas at San Antonio, Norfolk State University, University of Puerto Rico at Mayaguez, Hampton University, and University of Virginia's Diversity Career Day, and brought in a high proportion of women and minorities compared to other recruitment vehicles. NGIC also recruited at the American Indian Science & Engineering Society, the Society of Hispanic Professional Engineers, and Careers for the Disabled job fair.
- Special Emphasis Program committee members initiated and coordinated various observance programs for the command which included:

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

- Partnering with Ft Belvoir EEO for the Individuals with Disabilities Awareness month to bring Claiborne Haughton, President and CEO of the Haughton Group, LLC, (Management and Diversity Consulting Firm). The INSCOM Disabilities Program Manager also coordinated a tour of the Computer/Electronics Accommodations Facility at the Pentagon for both INSCOM and Fort Belvoir personnel.
- For the Native American Indian Heritage Month Observance, theme: “Respecting Tradition, Embracing a Healthy Future” INSCOM presented Mr. Ron Warren, an award winning composer/arranger of American Indian flutes and keyboards, as guest speaker.
- The command observed Black History Month, theme: “Reaching Out to Youth: A Strategy for Excellence”, with a presentation from Brigadier General (Ret.) Velma L. Richardson, one of six African American women who earned the rank of BG in the Army, as the guest speaker. NGIC chose to incorporate the Life and Legacy of Rosa Parks as a focal point for a display.
- The Black Employment Program joined the Judge Advocate General's Legal Center and School in honoring Dr. Martin Luther King Jr. at the 6th Annual Charlottesville Military Community Prayer Luncheon.
- In honor of Women’s History Month, INSCOM’s Federal Women’s Program sponsored a trip to the Women in Military Service for America Memorial. The trip included a guided tour and viewing of films on the history of the Memorial and women’s participation in the armed forces including interviews with currently deployed military women.
- Dr. Andrea L. Zechman, a Chemist in the Chemical, Biological and Radiological Division at NGIC was recognized as the DA Female Science and Engineering Role Model at the DoD Women’s History Month Observance in Arlington, VA.
- To commemorate Asian Pacific American Heritage Month, the command EEO Office partnered with Fort Belvoir EO, for a bus tour to the Smithsonian Freer Gallery of Art and Arthur M. Sacker Gallery in Washington, DC.
- INSCOM observed Women’s Equality Day with a film presentation of “In Defense of the Nation”, which highlighted the history of women’s participation in military history, including interviews of service women currently on active duty.
- To commemorate Hispanic Heritage Month theme: “Hispanic Americans: Our Rich Culture Contributing to America's Future" presented the Honorable R. Allen Pittman, Department of Veterans Affairs, Assistant Secretary for Human Resources and Administration, served as the guest speaker. The NGIC held a lunch chat session for employees to practice Spanish and learn the latest news in the Hispanic world.
- NGIC’s Hispanic Employment Program and the Chapter of the Red Hat Society co-hosted a lunch to celebrate Hispanic contribution to American heritage.
- NGIC EEO and Training Office co-sponsored a day long event to improve employees’ job application skills, to provide skill sets in applying for higher-level positions within NGIC. Priority was given to employees in single-grade series.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**Essential Element C: Management and Program Accountability**

- The command EEO Office and NGIC EEO Officer provide regularly updates to the Commanding General, Commander, Chief of Staff, and Executive Director on EEO-related matters including ongoing complaints, merit promotion issues, barriers to training and awards, and disciplinary actions.
- Procedures are in place to track and monitor reasonable accommodation issues.

**Essential Element D: Proactive Prevention**

- The Command’s EEO Office performs quarterly analyses of workforce accessions, separations, promotions, position grades, awards, and occupational categories by race, sex, and disability to identify barriers.
- Prevention of Sexual Harassment (POSH) training for the workforce is conducted by the NGIC EEO Officer and relevant servicing EEO Offices worldwide.
- Employees and managers are encouraged to use Alternative Dispute Resolution (ADR) to resolve workplace disputes.
- Information on ADR is presented to new employees as part of the New Employee Orientation and was incorporated into annual POSH training.
- Analyses to identify and remove employment barriers are conducted annually.

**Essential Element E: Efficiency**

- The EEO Office, Human Resource Division, and Individuals with Disabilities Program Manager are the focal point for all reasonable accommodations. The Individuals with Disabilities Program Manager handles and tracks all requests for computer-related accommodations to the Computer/Electronic Accommodations Program (CAP). In addition, there is a dedicated person in the Information Technology Directorate, Operations Center at NGIC who is responsible to install equipment when it is received. Each accommodation request is unique and handled with the highest priority.
- The Agency utilizes the web based iComplaints system to monitor and track all EEO complaints and their resolutions.
- IAW AR 690-200, Chapter 254, as a part of a standard inter-service support agreement, EEO complaints are processed by installation EEO offices worldwide. The NGIC EEO Office and all counselors met timelines related to complaint processing both in the pre-complaint and formal stage.

**Essential Element F: Responsiveness and Legal Compliance**

INSCOM has oversight and coordinates compliant activities with all EEOC orders.

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART H**

**PLAN TO ATTAIN ESSENTIAL ELEMENTS OF A MODEL EEO PROGRAM**

FY06 HQ, INSCOM	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	While policies are posted on facility bulletin boards and available to all employees via command website, individuals promoted to supervisory ranks are not provided with a copy of the EEO policy statement.
OBJECTIVE:	To ensure individuals promoted to supervisory ranks are provided with a copy of the command EEO policy statement to communicate the commands commitment to a workplace free from discrimination and harassment.
RESPONSIBLE OFFICIAL:	Managers/supervisors, CPD, EEO
DATE OBJECTIVE INITIATED:	1 <sup>st</sup> quarter FY 05
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop written command policy that requires managers to provide individuals who are promoted to a supervisory level with a copy of EEO policy statement.	2nd quarter FY 05
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Planned objective continues into FY07	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART H**

**PLAN TO ATTAIN ESSENTIAL ELEMENTS OF A MODEL EEO PROGRAM**

FY 06, INSCOM	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	INSCOM has oversight, and not a servicing role in the processing of complaints, or the tracking of mandatory EEO training participation.
OBJECTIVE:	To eliminate any barriers that may exist
RESPONSIBLE OFFICIAL:	HQ Installation Management Agency (IMA)
DATE OBJECTIVE INITIATED:	4th <sup>1</sup> quarter FY 05
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Ongoing
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Confer with IMA so that the Installation Service Agreement can be changed or revoked if services are not provided. i.e. timeliness in processing complaints and documentation of training.	1 <sup>st</sup> quarter FY 05
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Supplemental service agreements have been published between the command and servicing EEO offices.  Planned objective continues into FY 07	

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-01 PART H

EEO PLAN TO ELIMINATE IDENTIFIED BARRIER

FY 06, INSCOM	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	DoD and DA policy requires training and documentation of Prevention of Sexual Harassment (POSH) training for civilian employees.
<b>BARRIER ANALYSIS:</b>	Ineffective means to document POSH training participation.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	There is no effective system to accurately document POSH training participation. Supporting EEO Offices do not provide documentation of POSH training participation of the command's civilian workforce.
<b>OBJECTIVE:</b>	To comply with delivery and documentation of POSH training participation for the command's civilian workforce.
<b>RESPONSIBLE OFFICIAL:</b>	Managers, Supervisors, IMA and DA EEO
<b>DATE OBJECTIVE INITIATED:</b>	FY 04
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	2 <sup>nd</sup> quarter FY 05
<b>ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Deploy web based POSH training module.	2 <sup>nd</sup> quarter FY 05
Managers/supervisors must direct completion of POSH training requirements.	4 <sup>th</sup> quarter FY 05
Raise issue with Servicing EEO office to document POSH training participation for command employees.	2 <sup>nd</sup> quarter FY 05
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
The command conducts POSH training for new employees and refresher training for existing employees during the quarterly New Employee Culturalization Briefing; however, the planned objective to effectively provide and document POSH training participation continues into FY07.	

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEOC FORM 715-01 PART I**

**EEO PLAN TO ELIMINATE IDENTIFIED BARRIER**

FY 06, INSCOM	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Workforce analysis indicates low representation of women and minorities in entry and senior level positions.  Security investigations and adjudication remain a key issue in the ability of the command to hire replacements and entry-level candidates in a timely manner. This is particularly true of candidates not currently serving as Federal employees who apply for internships.
<b>BARRIER ANALYSIS:</b>	Statistical data of workforce population was analyzed by ethnic, sex, and disability profile, and compared to NCLF.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	The lengthy process of security investigations and adjudication causes the command to lose a number of qualified candidates to other agencies, which bring candidates on board more quickly. Shortage of qualified employees limits succession planning and the commands ability to improve its representation of women and minorities
<b>OBJECTIVE:</b>	To improve the representation of women and minorities in the workforce.
<b>RESPONSIBLE OFFICIAL:</b>	Management Official, CPD, CCF, EEO
<b>DATE OBJECTIVE INITIATED:</b>	2 <sup>nd</sup> quarter FY 05
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	4 <sup>th</sup> quarter FY 05
<b>ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Develop policy for security investigations of those selected for intern positions to be prioritized by CCF or investigating agencies.	4 <sup>th</sup> quarter FY 05
Commands recruitment team will continue to participate in Minority College Recruitment Program and minority college/university job fairs.	4 <sup>th</sup> quarter FY 05
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Planned objective continues into FY07	

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-01 PART I

EEO PLAN TO ELIMINATE IDENTIFIED BARRIER

FY 06, INSCOM	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	There were a total of 58 separations in FY 06, of which 94.8% (55) were voluntary and 5.2% (3) were involuntary. 36.2% (21) of those who separated were minorities, of which 61.9% (13) were White females, 38.1% (8) were Black, 9.5% (2) were Hispanic, and 4.8% (1) was Asian.
<b>BARRIER ANALYSIS:</b>	Analysis of separation data retrieved from BOA.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	Insufficient systems/data to assess factors impacting retention of women and minorities.
<b>OBJECTIVE:</b>	To develop a system to analyze factors impacting retention of women and minorities.
<b>RESPONSIBLE OFFICIAL:</b>	CPD, EEO
<b>DATE OBJECTIVE INITIATED:</b>	2 <sup>nd</sup> quarter FY 05
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	4 <sup>th</sup> quarter FY 05
<b>ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Identify/develop a system to collect data regarding factors impacting retention of women and minorities.	2 <sup>nd</sup> quarter FY 05.
Conduct assessment of data and report trends.	4 <sup>th</sup> quarter FY 05
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
Planned objective continues into FY07.	
Planned objective will include developing an exit survey to analyze factors impacting retention of women and minorities within the workforce.	

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEOC FORM 715-01 PART I

EEO PLAN TO ELIMINATE IDENTIFIED BARRIER

FY 06, INSCOM	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Workforce analysis indicated that White females, Black, Hispanic, and Asian American representation remained below Parity within the workforce.
<b>BARRIER ANALYSIS:</b>	Analysis of workforce demographics retrieved from BOA.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	Insufficient systems/data to assess factors impacting retention of women and minorities.
<b>OBJECTIVE:</b>	To improve representation of White females, Black, Hispanic, and Asian American within the command workforce.
<b>RESPONSIBLE OFFICIAL:</b>	CPD, EEO
<b>DATE OBJECTIVE INITIATED:</b>	2 <sup>nd</sup> quarter FY 05
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	4 <sup>th</sup> quarter FY 05
<b>ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Commands recruitment team will continue to participate in Minority College Recruitment Program and minority college/university job fairs	Ongoing.
Conduct assessment of data and report trends.	Ongoing
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Planned objective continues through FY 07.	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM 715-01 PART I**

**EEO PLAN TO ELIMINATE IDENTIFIED BARRIER**

FY 06, INSCOM	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Women and minorities are not well represented in Intelligence, Security and Information Technology Specialists occupations. Hispanics are especially underrepresented throughout the organization.
<b>BARRIER ANALYSIS:</b>	Analysis of workforce statistics and major occupations data.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>	The command lacks a mentoring program that may facilitate the career and professional development of women and minorities in core mission series.
<b>OBJECTIVE:</b>	To improve representation of women and minorities, with emphasis on Hispanics in the commands core mission occupational series.
<b>RESPONSIBLE OFFICIAL:</b>	Managers, Supervisors, CHRD, EEO
<b>DATE OBJECTIVE INITIATED:</b>	2 <sup>nd</sup> quarter FY 06
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	4 <sup>th</sup> quarter FY 07
<b>ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Create outreach programs that will generate a diverse pool of applicants	4 <sup>th</sup> quarter FY 07
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 PART J

Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

<b>Part I Agency Information</b>	1. Agency	1. Department of Army							
	1.a. 2 <sup>nd</sup> Level	1.a. HQ, Intelligence and Security Command							
	1.b. 3 <sup>rd</sup> Level	1.b. National Ground Intelligence Center							
<b>Part II Employment Trend &amp; Special Recruitment for Individuals With Targeted Disabilities</b>	Actual Number	beginning of FY 06	... end of FY 06.				Net Change		
		Number	%	Number	%	Number	%		
	Total Work Force	2432	100%	2692	100%	260	10.7%		
	Reportable Disability	164	6.7%	202	7.5%	180	0.2%		
	Targeted Disability*	14	0.6%	15	0.6%	+1	0%		
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce a barrier analysis should be conducted									
1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						Unavailable			
* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted									
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						Unavailable			
<b>Part III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment or Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	Unavailable	0	0%	0	0%	0	0%	0	0%
4. Non-Competitive Promotions	Unavailable	0	0%	0	0%	0	0%	0	0%
5. Employee Career Development	1904	157	8.2%	11	0.6%	53	2.8%	1683	88.4%
5.a. Grades 5 - 12	1014	98	9.7%	9	0.9%	66	6.5%	853	84.1%
5.b. Grades 13 - 14	1568	52	3.3%	6	0.4%	38	2.4%	1472	93.9%
5.c. Grade 15/SES	102	11	10.8%	0	0.0%	0	0%	91	89.2%
6. Employee Recognition & Awards	1227	105	8.6%	1	0.6%	36	2.9%	1086	88.5%
6.a. Time-Off Awards	269	23	8.6%	0	0.0%	5	1.9%	241	89.6%
6.b. Cash Awards	787	65	8.3%	7	0.9%	23	2.9%	699	88.8%
6.c. Quality-Step Increase	208	54	26%	0	0.0%	8	3.8%	146	70.2%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, & Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification & Elimination of Barriers	Analysis of FY 06 workforce indicated IWD representation of 7.5% (202), of which 0.6% (15) reported a targeted disability. Federal high is 2.27%.								
<b>Part V</b> Goals for Targeted Disabilities	Increase numbers of IWD by participating in Disabled Soldier's Support System to provide employment opportunities to disabled returning soldiers; actively market reasonable accommodations options and availability of CAP services; and continue establishing recruitment efforts with state & local rehabilitation offices, VA and other organizations.								

*U.S. Equal Employment Opportunity Commission*  
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**EEO PROGRAM POLICY STATEMENT**

INSCOM is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, national origin, age or disability. The intent is to provide a work environment that is free of discrimination or harassment. Discrimination and harassment of an employee or an applicant for employment is improper conduct. Under no circumstances will INSCOM condone or tolerate any form of discrimination or harassment in the workplace.

IAW AR 690-12 and 29 CFR 1614, INSCOM EEO policies are posted command wide, are available upon request from the command EEO office, and available to all INSCOM employees through the Command's Intranet website. (Appendix A)

The current EEO policy was signed by the Commanding General, IAW Management Directive (MD) 715, and will be reissued on an annual basis.

In addition to the EEO Policy, the command's Annual Affirmative Employment Program Plan and following policy letters are posted on the INSCOM website:

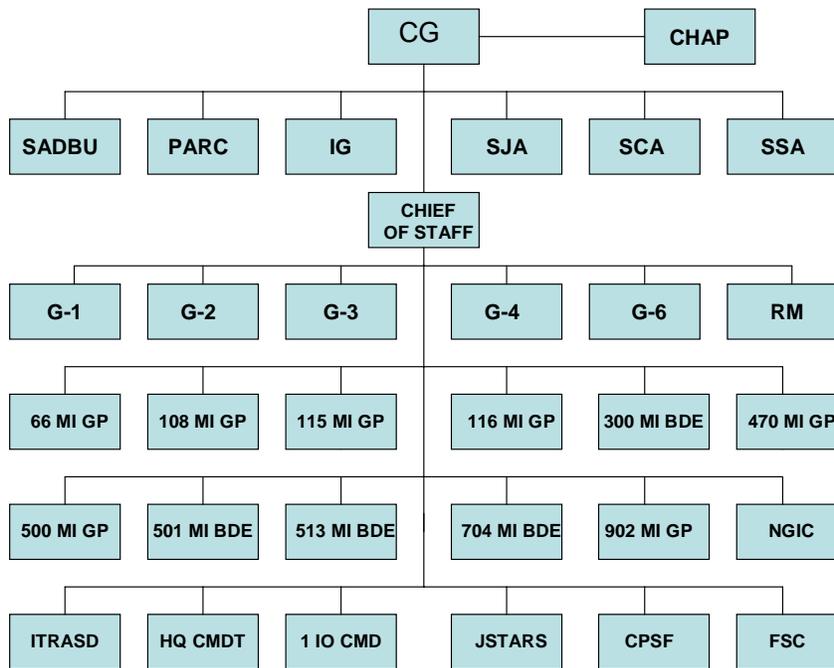
- Open Door Policy
- Sexual Harassment Policy Statement
- Policy on Human Relations Training
- Policy on EEO Complaint Processing Procedures

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ORGANIZATION CHART

The Command EEO Office is a staff element within the Office of Assistant Chief of Staff, G1. The Director of EEO reports to the Chief of Staff, with access to the commander as necessary. For DA EEO reporting requirements, the INSCOM EEO Office submits its reports through the Department of Army EEO, then to the EEOC. The Commission reports annually to the Congress and the President of the United States on agency accomplishments.

UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND



AS OF: 1 OCT 06

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**SECTION I**  
**EEO PROGRAM ANALYSIS**

**I. Workforce Analysis**

Analysis of the command's civilian workforce shows an increase of 10.7% (260) employees from 2432 in FY 05, to 2692 in FY 06. Of this figure, 99.3% (2673) were General Schedule (GG) employees; 0.3% (8) were Wage Grade/Wage Leader (WG/WL), and 0.4% (11) were in the Senior Executive or Equivalent Service, of which (7) were Experts appointed under 5 U.S.C. 3109. Details on distribution of women and minority workforce are reflected in Table A1.

- Women representation decreased while their numbers increased from 32% (779) in FY 05, to 31.9% (859) in FY 06, remaining **Below Parity** within the work force (46.8% of \*NCLF).
- White female representation and numbers increased from 21.6% (525) in FY 05, to 22.8% (614) in FY 06, remaining **Below Parity** within the work force (33.7% of NCLF).
- Black American representation and numbers decreased from 15.0% (366) in FY 05, to 13.0% (361) in FY 06, while maintaining **Parity** within the work force (10.5% of NCLF).
- Hispanic American numbers increased from 108 in FY 05, to 116 in FY 06, while their representation decreased from 4.5% to 4.0%, remaining **Below Parity** within the work force (10.7% of NCLF).
- Asian American representation and numbers decreased from 3.3% (78) in FY05, to 3.0% (74) in FY06, remaining **Below Parity** within the work force (3.6% of NCLF).
- Native Hawaiian or Other Pacific Islander (NHOPI), representation and numbers decreased from 0.4% (9) in FY05, to 0.3% (8) in FY06, while maintaining **Parity** within the workforce (0.2% of NCLF).
- Native American Indian/Alaskan Native numbers and representation decreased from 0.9% (20) in FY05, to 0.7% (19) in FY 06, while maintaining **Parity** within the work force (0.6% of NCLF).
- The two or more races continue to be at a **Conspicuous Absence** of 0, within the workforce (0.9% of NCLF).

\* National Civilian Labor Force

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**II. Workforce by Component**

Of the total civilian workforce, 75.6% (2035) of the workforce were assigned to the Headquarters and 24.4% (657) were assigned to its component, the NGIC. Details on the distribution of women and minorities by workforce component can be found in Table A2.

**III. Occupational Groups (FED9)**

The following are profiles of women and minorities by FED-9 occupational categories (Officials and Managers, Professionals, Technicians, Administrative Support Workers, Craft Workers, Operatives, Laborers, and Service Workers). There were no employees in the Sales Worker and Laborer occupational categories within the command. Details on the distribution of among FED-9 categories can be found in Table A3.

**Executive/Senior Level Officials and Managers**

Positions within the Officials and Managers category represented 35.8% (964) of the work force. Hispanic females, White females, American Indian females, and NHOPI males and females were at Parity. All other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

**Professionals**

Positions in the Professionals category represented 54.0% (1455) of the work force. Hispanic males, Black males, NHOPI males and females, and American Indian males and females were at Parity. All other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

**Technicians**

Positions in the Technicians category represented 0.7% (20) of the work force. Black males were at Parity representing 20.0% (4) of the workforce, while all other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

**Administrative Support Workers**

Positions in the Administrative Support Workers category represented 8.0% (215) of the workforce. Black males and females, NHOPI and American Indian females were at Parity. All other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

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**Craft Workers**

Positions in the Craft Workers category represented 0.1% (2) of the work force. There were no minorities or women in the Craft Worker occupational category.

**Operatives**

Positions in the Operatives category represented 0.2% (6) of the work force. Black males were at Parity, representing 16.7% (1) of the workforce. All other minority groups within this category were at a conspicuous absence of 0.

**Service Workers**

Positions in the Service Workers category represented 1.1% (30) of the work force. Hispanic, Black, and American Indian males were at Parity. All other minority groups within this category were Below Parity, or at a conspicuous absence of 0.

**IV. Participation Rates across GG & SES Grades**

In FY 06, 99.7% (2684) of the workforce were in GG & SES positions. The following are participation rates of women and minorities in GG and SES grades. Details on distribution among these grades can be found in Table A4.

**GG-5:** Of the workforce, 0.7% (19) employees were in GG - 5 positions. Within this grade, White females occupied 68.4% (13), and Black males and females respectively occupied 5.3% (1) of the workforce.

**GG-6:** Of the total workforce, 1.4% (37) employees were in GG - 6 positions. Within this grade, White females occupied 37.8% (14); Black males 10.8% (4); Black females 16.2% (6); Hispanic males 2.7% (1); and American Indian males 2.7% (1).

**GG-7:** Of the total workforce, 3.9% (105) employees were in GG - 7 positions. Within this grade, White females occupied 42.9% (45); Black males 13.3% (14); Black females 15.2% (16); Hispanic males 1.0% (1), Hispanic females 1.9% (2), and a American Indian Male 1.0% (1).

**GG-8:** Of the total workforce, 2.1% (57) employees were in GG - 8 positions. Within this grade, White females occupied 47.4% (27); Black males 7.0% (4); Black females 26.3% (15); Hispanic males and females 1.8% (1) respectively, and Asian male 1.8% (1).

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**GG-9:** Of the total workforce, 5.0% (135) employees were in GG - 9 positions. Within this grade, White females occupied 31.1% (42); Black males 7.4% (10); Black females 20.7% (28); Hispanic males 3.0% (4); Hispanic females 3.7% (5); Asian males 3.7% (5); Asian females 3.0 % (4); NHOPI females 1.5% (2), and American Indian females 2.2% (3).

**GG-10:** Of the total workforce, a White female 0.04% (1) occupied a position in this grade. There were no other women or minorities within this grade.

**GG-11:** Of the total workforce, 7.8% (210) employees were in GG -11 positions. Within this grade, White females occupied 33.8% (71); Black males 6.7% (14); Black females 12.9% (27); Hispanic males 3.8% (8); Hispanic females 2.4% (5); Asian males 1.4% (3), and Asian females 0.5 % (1).

**GG-12:** Of the total workforce, 16.8% (450) employees were in GG -12 positions. Within this grade, White females occupied 28.7% (129); Black males 6.4% (29); Black females 8.7% (39); Hispanic males 3.6% (16); Hispanic females 0.9% (4); Asian males 2.0% (9); Asian females 1.1% (5); NHOPI males 0.2% (1); NHOPI females 0.4% (2), American Indian males 0.2% (1), and American Indian females 0.4% (2).

**GG-13:** Of the total workforce, 46.2% (1239) employees were in GG -13 positions. Within this grade, White females occupied 17.7% (219); Black males 7.0% (87); Black females 3.1% (38); Hispanic males 3.1% (38); Hispanic females 1.0% (12); Asian males 2.3% (28); Asian females 1.0% (12); NHOPI males 0.1% (1); NHOPI females 0.2% (2); American Indian males 0.5% (6), and American Indian females 0.1% (1).

**GG-14:** Of the total workforce, 12.3% (329) employees were in GG-14 positions. Within this grade, White females occupied 13.4% (44); Black males 6.1% (20); Black females 1.8% (6); Hispanic males 4.0% (13); Hispanic females 0.6% (2); Asian males 0.9% (3), Asian females 0.6% (2), and American Indian males 0.9% (3).

**GG-15:** Of the total workforce, 3.4% (91) employees were in GG -15 positions. Within this grade, White females occupied 9.9% (9); Hispanic males 3.3% (3), and Black, Asian and American Indian males respectively represented 1.1% (1) of these positions.

**Senior Executive Service (SES) and Equivalent:** Of the total workforce, 0.4% (11) employees were in SES or equivalent positions, of which 36.4% (4) were Intelligence Executives and 63.6% (7) were Experts appointed under 5 U.S.C. 3109. There were no minorities within this category.

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**V. Participation Rates across Wage Grades/Wage Leaders (WG/WL)**

Of the total civilian workforce, 0.3% (8) employees were in WG/WL positions, of which a Black male occupied 12.5% (1) of the positions. There were no other women or minorities within this category. Details on participation among WG/WL can be found in Table A5.

**VI. Participation Rates for Major Occupations**

The following are participation rates of women and minorities in core mission occupations within the command. 73.4% (1976) of the workforce occupied positions in these series. Details on the distribution of women and minorities among major occupations can be found in Table A6.

**Security Specialist (0080):** 6.2% (167) of the total workforce were in this series, of which White females represented 31.1% (52), Black males 7.2% (12), Black females 21.6% (36), Hispanic males 4.8% (8), and American Indian males 0.6% (1), were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**Intelligence (0132):** 49.7% (1338) of the total workforce were in this series, of which Black males represented 6.0% (80), Hispanic males 4.5% (60), NHOPI females 0.1% (1), and American Indian males 0.4% (6) were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**Intelligence Clerk (0134):** 1.5% (40) of the total workforce were in this series, of which Black females represented 25.0% (10), NHOPI females and American Indian females 2.5% (1), respectively, were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**Secretary (0318):** 1.6% (43) of the total workforce were in this series, of which, White females represented 83.7% (36) and were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**Management Analyst (0343):** 1.8% (49) of the total workforce were in this series, of which White females represented 46.9% (23), Black females 16.3% (8), Asian females 4.1% (2), NHOPI female 2.0% (1), and American Indian males 2.0% (1), in this series were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**Budget Analyst (0560):** 1.7% (45) of the total workforce were in this series, of which White females represented 53.3% (24), Black males 6.7% (3), Black females 8.9% (4), Hispanic females 6.7% (3), Asian females 2.2% (1), and NHOPI females 2.2% (1), in this series were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

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**Information Technology (2210):** 10.9% (294) of the total workforce were in this series, of which, Black males represented 8.2% (24), Black females 8.8% (26), NHOPI males 0.3% (1), and American Indian males and females 0.3% (1) respectively in this series were at Parity. All other minority groups were Below Parity, or a Conspicuous Absence of 0.

**VII. New Hires**

While there are no systems in place to collect data of applicants by race and sex, BOA data indicated that there were a total of 336 new hires in FY 06. 33.9% (114) of those hired were minorities, of which 1.8% (6) were Hispanic; 22.6% (76) were White females; 7.8% (26) were Black; and 1.8% (6) were Asian. Details on the distribution of women and minorities among new hires are reflected in Table A7.

**VIII. Career Ladder Promotions (GG 9 – GG 12)**

Data for competitive and non-competitive promotions are unavailable Under Title X, USC 1601, and Defense Intelligence Personnel System (DCIPS). Authority codes used for promotions under DCIPS do not distinguish differences between competitive and noncompetitive promotions. In FY06, 29.6% (796) of the workforce occupied Career Ladder (i.e. 9-11-12), of those 24.7% (197) were promoted. 58.4% (115) of those promoted were minorities, of those 41.0% (47) were White females; 6.1% (12) Black males; 20.0% (23) Black females; 10.4% (12); Hispanic males; 4.3% (5); Hispanic females; 8.7% (10) Asian males, and 5.2% (6) were Asian females. Distribution of Career Ladder Promotions is reflected in Table A8.

**IX. Promotions for Senior Level Positions (GG 13 – SES)**

In FY 06, 62.0% (1670) of the workforce were in senior level positions (GG 13 - SES), of which 12.3% (206) were filled through promotions, of those promoted 34.5% (71) were minorities. Further analysis revealed that of those, 39.4% (28) were White females; 25.4% (18) Black males; 16.9% (12) Black females; 9.9% (7) Hispanic males; 4.2% (3) Asian males; 2.8% (2) Asian females, and 1.4% (1) was a NHOPI female. Distribution of senior level promotions is reflected in Table A9.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**X. Participation in Career Programs**

In FY 06, 70.7% (1904) of the workforce participated in Career Programs, of those 16.1% (416) were White female; 52.6% (127) Black males; 13.8% (109) Black females; 6.8% (54) Hispanic males; 2.7% (21) Hispanic females; 3.5% (28) Asian males; 2.4% (19) Asian females; 0.3% (2) NHOPI males; 0.5% (4) NHOPI females; 10.0% (8) American Indian males; and 0.4% (3) and American Indian females. Distribution among Career Programs is reflected in Table A10.

**XI. Employee Recognition and Awards**

A total of 1227 awards were distributed to civilian employees in FY 06, of which 9.7% (119) were 1–9 hour Time-Off awards; 21.1% (259) were Time-Off awards in excess of 9 hours; 7.5% (92) were Cash Awards less than \$500, 56.6% (695) were awards over \$500, and 17.0% (208) were Quality Step Increases. Distribution of awards is reflected in Table A11.

**XII. Separations**

There were a total of 58 separations in FY 06, of which 94.8% (55) were voluntary and 5.2% (3) were involuntary. Of those who separated, 15.5% (9) were White females, 15.5% (9) were Black, 3.4% (2) were Hispanic, and 1.7% (1) was Asian. Details on the separations are reflected in Table A12.

**XIII. Complaints**

A total of eleven (11) informal complaints and twelve (12) formal complaints of discrimination were filed against INSCOM during FY 06. A total of eleven (11) informal complaints and eight (8) formal complaints were closed during the reporting period, of which five (5) informal and three (3) formal complaints were closed through settlement agreements. There were fourteen (14) active complaints within the command at the end of the reporting period. Details on EEO Complaints activity can be found in Appendix C.

\*Source: INSCOM, Annual Federal EEO Statistical Report of Discrimination Complaints – EEOC Form 462 for FY 2006

## **SECTION II**

# **Summary Analysis of Individuals with Disabilities (IWD)**

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**I. Workforce Distribution of Individuals with Disabilities (IWD)**

In FY 06, Individuals with Disabilities (IWD) represented 7.5% (202) of the INSCOM workforce, of which, 6.9% (187) reported having a disability and 0.6% (15) were individuals with targeted disabilities. Details on the distribution of IWD can be found in Table B1.

**II. Distribution of IWD by Component**

Of the total IWD workforce, 74.8% (156) were assigned to the Headquarters or its MSC, of those 6.6% (10) reported having a targeted disability. The remaining 25.2% (56) that reported having a disability were assigned to one of its component NGIC, of those 9.8% (5) reported having a targeted disability.

**III. Distribution of IWD by Occupational Groups (FED9)**

The following reflects distribution of IWD by FED-9 Occupational Categories (Executive/Senior Level Officials and Managers, Professional, Technicians, Administrative Support Worker, Craft Workers, Operatives, Laborers, and Service Workers). There were no employees in the Sales Worker and Laborer occupational categories within the command.

**Officials and Managers**

Positions in the Officials and Managers category represented 35.8% (964) of the workforce, of which, 4.9% (47) were individuals with disabilities and 0.3% (3) reported a targeted disability.

**Professionals**

Positions in the Professionals category represented 54.0% (1455) of the work force, of which, 8.2% (119) were individuals with disabilities, and 0.6% (9) reported having a targeted disability.

**Technicians**

Positions in the Technicians category represented 0.7% (20) of the work force, of which 5.0% (1) reported having a disability.

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**Administrative Support Workers**

Positions in the Administrative Support Workers category represented 8.0% (215) of the workforce, of which 8.4% (18) were individuals with disabilities, and 1.4% (3) reported having a targeted disability.

**Craft Workers**

Positions in the Craft Worker category represented 0.1% (2) of the workforce, of which no one reported having a disability.

**Operatives**

Positions in the Operatives category represented 0.2% (6) of the workforce, of which no one reported having a disability.

**Service Workers**

Positions in the Service Worker category represented 1.1% (30) of the workforce, of 10.0% (1) reported having a disability.

**IV. Distribution of IWD across GG and SES Grades**

Of the total GG and SES workforce, 7.5% (202) reported a disability and 0.6% (15) reported a targeted disability. Details on distribution of individuals with disabilities among GG and SES grades are reflected in Table B4.

**GG-5:** Of the total workforce, 0.7% (19) employees were in GG - 5 positions, of which 10.5% (2) reported disabilities and 5.3% (1) reported a targeted disability.

**GG-6:** Of the total workforce, 1.4% (37) employees were in GG -6 positions, of which 2.7% (1) reported a disability and 2.7% (1) reported having a targeted disability.

**GG-7:** Of the total workforce, 3.9% (105) employees were in GG - 7 positions, of which 8.6% (9) reported having a disability and 1.9% (2) reported having a targeted disability.

**GG-8:** Of the total workforce, 2.1% (57) employees were in GG -8 positions, of which 7.0% (4) reported having a disability.

**GG-9:** Of the total workforce, 5.0% (135) employees were in GG -9 positions, of which 23.0% (31) were individuals with disabilities.

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**GG-10:** Of the total workforce, 0.04% (1) employee was in this grade and reported having no disability.

**GG-11:** Of the total workforce, 7.8% (210) employees were in GG -11 positions, of which, 24.3% (51) reported having a disability and 0.5% (1) reported having a targeted disability.

**GG-12:** Of the total workforce, 16.8% (450) employees were in GG -12 positions, of which, 5.8% (26) reported having a disability and 0.9% (4) reported having a targeted disability.

**GG-13:** Of the total workforce, 46.5% (1239) employees were in GG -13 positions, of which 2.3% (29) reported disabilities and 0.2% (3) reported having a targeted disability.

**GG-14:** Of the total workforce, 12.3% (329) employees were in GG-14 positions, of which 7.0% (23) reported disabilities and 0.9% (3) reported having a targeted disability.

**GG-15:** Of the total workforce, 3.4% (91) employees were in GG -15 positions, of which 12.1% (11) reported having a disability

**Senior Executive Service (SES) or Equivalent:** Of the total workforce, 0.5% (11) employees were in SES or similar positions, of which no one reported having a disability.

**V. Participation Rates across WG/WL**

Of the total workforce, 0.3% (8) employees were in WG/WL positions. There were no reported disabilities. Details on participation rates among IWD among WG/WL are reflected in Table B5.

**VI. Disability Rates among Major Occupations:**

The following illustrates the distribution of IWD among the most populous occupational series within the command. At the end of FY 06, 73.0% (1976) of the workforce occupied positions in series reflected below. Of which, 7.0% (138) reported disabilities and 0.5% (9) reported having a targeted disability. Details IWD among core mission series are reflected in Table B6.

**Security Specialist (0080):** The 167 positions within this category represented 6.2% of the work force, of which 6.6% (11) reported a disability and 0.6% (1) had a targeted disability.

**Intelligence (0132):** The 1338 positions within this category represented 49.7% of the workforce, of which, 6.5% (87) reported a disability and 0.3% (4) reported a targeted disability.

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**Intelligence Clerk (0134):** The 40 positions within this category represented 1.5% of the work force, of which 5.0% (2) reported a disability and 5.0% (2) reported a targeted.

**Secretary (0318):** The 43 positions within this category represented 1.6% of the work force, of which 4.7% (2) reported a disability

**Management Analyst (0343):** The 49 positions within this category represented 1.8% of the work force, of which 4.1% (2) reported a disability.

**Budget Analyst (0560):** The 45 positions within this category represented 1.7% of the workforce, of which 4.4% (2) reported a disability.

**Information Technology (IT) (2210):** The 294 positions within this category represented 10.9% of the work force, of which 10.9% (32) reported a disability and 0.7% (2) reported having a targeted disability.

**VII. New Hires**

Of the 336 accessions in FY 06, 8.3% (28) reported having a disability and 0.3% (1) reported having a targeted disability. Details on the distribution of IWD are reflected in Table B7.

**VIII. Career Ladder (GG 9 – GG 12) Promotions**

Data for competitive and non competitive promotions are unavailable Under Title X, USC 1601, Defense Intelligence Personnel System (DCIPS). Authority codes used for promotions under DICPS do not distinguish differences between competitive and noncompetitive promotions. However, in FY 06, 29.6% (796) employees occupied Career Ladder (i.e. 9-11-12) positions, of which 21.0% (197) were promoted. Of those promoted, 4.6% (9) reported a disability. Details on the distribution of Career Ladder Promotions can be found in Table B8.

**IX. Promotions/Selection for Senior Positions**

In FY 06, 62.0% (1670) of the workforce were in senior level positions (GG 13 - SES) and a total of 206 positions were filled through promotions. 4.9% (10) of those promoted reported a disability and 0.5% (1) reported having a targeted disability. Details on the distribution of IWD among senior level promotions can be found in Table B9.

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**X. Career Program**

In FY 06, 70.7% (1904) of the workforce participated in various Career Programs, of which; 8.2% (157) had a reportable disability and 0.6% (11) reported a targeted disability. Details on the distribution of IWD in Career Programs can be found in Table B10.

**XI. Employee Recognition and Awards**

A total of 1264 awards were distributed to the civilian workforce in FY 06, of which; 11.2% (142) reported having a disability and 0.6% (7) had a targeted disability. Details on the distribution of IWD receiving recognition and awards can be found in Table B11.

**XII. Separations**

There were a total of 58 separations in FY 06, of which 94.8% (55) were voluntary and 5.2% (3) were involuntary, 7.3% (4) of those who voluntarily separated reported having a disability. Distribution of IWD among those who separated is reflected in Table B12.

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DEFINITIONS - BASIC EEO TERMS

**Action Item** - Clearly identified step to the attainment of an objective.

**Affirmative Action (AA)** – An action item to increase workforce diversity for underrepresented EEO groups (e.g., expanding the area of consideration for job announcements to increase the applicant pool for all groups). Underrepresented EEO groups are identified by comparing the command’s demographics to the Civilian Labor Force statistics prepared by the U.S. Census Bureau. The identification of underrepresented groups is a diversity measurement gauge and does not constitute or promote using quotas or preferences for selection.

**Applicant Sources** - Any entity from which members of underrepresented groups can be recruited for federal employment.

**Barrier** – Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially women, minorities, and people with disabilities.

**Barrier Analysis** - A review and analysis of personnel procedures to determine those procedures which impede agency efforts to eliminate under representative or to offer equal employment opportunities to underrepresented groups.

**Civilian Human Resource Agency (CHRA)** - CHRA exercises control over the Army's Civilian Personnel organizations consisting of regional civilian personnel operations centers (CPOCs) and civilian personnel advisory centers (CPACs).

**Civilian Labor Force (CLF)** – Persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or looking for employment, grouped in a variety of geographical areas (e.g., local, statistical metropolitan area, national, etc.) Professional and administrative positions are normally compared against the National Civilian Labor Force (NCLF).

**Conspicuous Absence** – EEO group that is nearly or totally nonexistent in a particular occupation or grade level in the workforce.

**EEO Groups** – Employees self-identify to one of the groups listed below.

Group	Male	Female
White		
Black or African American	X	X
Hispanic or Latino	X	X
Asian	X	X
American Indian or Alaskan Native	X	X
Native Hawaiian/Other Pacific Islander	X	X
2 or More Races	X	X

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**EEO Race and National Origin (RNO) Identification** – Major designations that define the racial or ethnic group to which an individual belongs. Employees normally make a voluntary disclosure as to their RNO designation at the time of employment and may change it by advising the servicing civilian personnel office. These categories were created by the U.S. Census Bureau and are used by the U.S. Department of Labor and the Equal Employment Opportunity Commission to determine workforce demographics. Not all internationally recognized or imaginable group designations are used because of the expense incurred by the Census Bureau. The purpose of the groupings is to measure the effects of policy and practices on each group. The groups are based on descent: European, Asian, African, American Indian or Spanish:

**Employee** – Permanent, full- or part-time, members of the agency work force including those in excepted service positions. Temporary or intermittent individuals are counted.

**FED9** – Employment categories established by EEOC that are more consistent with those used in private sector enforcement, and provides better analysis of trends in the federal workplace than previous categories used.

The nine job category titles are:

1. ***Officials and Managers*** - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1) **Executive/Senior-Level**, (2) **Mid-Level**, (3) **First-Level** and (4) **Other**.

When an employee is classified as a supervisor or manager, that employee should be placed in the ***Officials and Managers*** category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the **First-Level** sub-category of ***Officials and Managers***, those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other**," contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have

2. ***Professionals*** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Include: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

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3. **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

4. **Sales** - Occupations engaging wholly or primarily in direct selling. Include: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

5. **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

6. **Craft Workers** (skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

7. **Operatives** (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.

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8. **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Include: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

9. **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

**FIPS Code** – A code published by the Office of Management and Budget which identifies the geographic area where most of the employees and applicants reside.

**Objective** – Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective helps to eliminate an employment barrier or other problem that hinders building a diverse workforce.

**Problem** – Something that hinders attainment of EEO goals and objectives and equal opportunity for one or more groups.

**Program Element** – Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

**Responsible Official** – A Management official responsible for accomplishing an action item.

**Target Date** – Date (month/year) for completion of an action item.

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